OPERATIONAL CAPACITY BED PLAN

1102.1 POLICY

The Thurston County Sheriff's Office Corrections Bureau will develop and adhere to an operational capacity bed plan by which a sufficient number of members, to include a designated supervisor, are in attendance at all times to perform functions relating to the security, custody, and supervision of inmates. This will facilitate conformance with applicable standards and best practices in Corrections Bureau facilities and ensure the safety and security of members, inmates, and the community.

1102.2 PROCEDURE

(a) Dormitory Housing Units

There are four dormitory housing units. Each dormitory has 68 beds / bunks. The dormitory units are commonly known as the letter on the outside of the main door of each housing unit. (E-Dorm, G-Dorm, H-Dorm and J-Dorm.) Dormitory units may be interchangeable. For purposes of this policy, the intent of each of the four dormitory units will be described below without naming the dormitory unit.

One dormitory unit will be used to house primarily a combination of minimum and medium custody females. In addition, new arrestee females will be placed in this dormitory unit assuming they don't have serious criminal charges that would classify them as maximum custody, serious mental health issues, or keep separate issues. This dormitory unit may also house female inmate workers if numbers permit them to do so.

Staffing: One Deputy. If the population in this dormitory unit exceeds 68 inmates, an additional Deputy will be added until the population is at 68 inmates or less.

One dormitory unit will be used to house primarily a combination of minimum and medium custody males. In addition, new arrestee males will be placed in this dormitory unit assuming they don't have serious criminal charges that would classify them as maximum custody, serious mental health issues, or keep separate issues.

Staffing: One Deputy. If the population in this dormitory unit exceeds 68 inmates, an additional Deputy will be added until the population is at 68 inmates or less.

One dormitory unit will be used to house primarily medium custody males.

Staffing: One Deputy. If the population in this dormitory unit exceeds 60 inmates, an additional Deputy will be added until the population is at 60 inmates or less.

One dormitory unit will be used to house primarily minimum custody males. Various inmates in this housing unit will be involved in programming opportunities such as Chemical Dependency,

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Domestic Violence, etc. Inmate workers will be assigned from this housing unit to perform various duties throughout the jail.

Staffing: One Deputy. If the population in this dormitory unit exceeds 68 inmates, an additional Deputy will be added until the population is at 68 inmates or less.

(b) Maximum Custody Unit

The maximum custody unit is comprised of five separate pods. Two of the pods contain 16 cells with a total of 29 beds / bunks apiece. Two additional pods contain 16 cells with a total of 31 beds / bunks apiece. A smaller pod containing three cells with no beds / bunks. There is a total of 67 cells and 123 beds / bunks in the maximum custody unit.

The maximum custody unit, commonly referred to as C-Unit, houses primarily inmates that are classified as maximum custody, administrative segregation, disciplinary lockdown and protective custody.

Staffing: Two Deputies, one Corrections Technician, and one "peak hours" Deputy once permanent positions are added, filled and trained (in accordance with the VRJS Staffing Study 2018 recommendations on staffing levels and timeframes, taking into account the future implementation of the "Flex Unit"). Peak activity is understood to occur Monday through Friday for specific hours totaling eight (8) per day, as determined by the administration, taking safety concerns raised by the Union into consideration. When the total inmate population of the maximum custody unit exceeds the operational capacity of 123, an additional Deputy will be added to the voluntary/mandatory overtime calendar. until the population is 123 inmates or less.

(c) Transfer and Video Court

Transfer and Video Court were not designed to be used as housing units but may be used to house inmates during times of emergent overcrowding within the jail. There are six holding cells in the Transfer area. Four of the holding cells are large and can house multiple inmates. Two of the holding cells are smaller and are traditionally used to house a single inmate. There are two large holding cells in the Video Court area that can house multiple inmates. Two of the larger holding cells in Transfer contain bunk beds. The remain spaces and Video Court do not contain beds / bunks. Traditionally Transfer and Video Court has been used to house female inmates that do not meet the criteria to be housed in the female dormitory. Transfer and Video Court may be used at times to house male inmates that cannot be housed elsewhere.

Staffing: This is not a staffed post unless inmates are housed permanently in the Transfer or Video Court areas. A Deputy will be posted when inmates are housed permanently in the Transfer or Video Court areas due to emergent overcrowding.

(d) Intake

Intake was not designed to be used as a housing unit, but may be used to house those inmates on close observation / suicide watch, those inmates that the Medical Division has deemed to be

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in need of close medical observation that could not be done elsewhere within the jail, and those inmate that have been newly arrested that are in need of secure housing until they can be booked and housed elsewhere within the jail. There are five holding cells in the Intake area that do not contain beds / bunks.

Staffing: No additional staff will be added when inmates are housed in the Intake area. An exception to this may occur when inmates are also being housed in the Transfer and/or Video Court Area. Under this exception, a voluntary Intake Housing Deputy will be added to the overtime calendar during periods of peak activity in the Intake area. Peak activity times will be determined by the administration, taking safety concerns raised by the Union into consideration. The primary duties of the additional Intake Housing Deputy will be:

(a) Care and management of defendants housed in the Intake/Booking area.

(b) Assisting the Transfer Area Deputy with tasks such as: hours out, showers, recreation, etc.

(c) Assisting with various breaks of the Transfer Area.

(d) Augmenting the booking process by assisting with searches, prints, escorts and other related duties.

(e) Process bails and releases as needed.

(f) Other emergency responses as needed.

Deployment of this position is at the sole discretion of the on-duty supervisor (ODS). However, reassignments from this voluntary position will only take place when reasonable justification exists for doing so.

(e) Correctional Options Annex

Options Annex program was eliminated effective 1/1/2026. Which included Work Release, Electronic Home Monitoring, and Day Reporting.

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